Standard 5: Process for Reporting a Child Safe Incident at Rubicon

General Statements and Intentions:
Fulfilling the roles and responsibilities contained in this procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.

School staff are neither prohibited or discouraged from reporting an allegation of child abuse to a person external to the school.

It is not the victim’s responsibility to inform the police or other authorities of the allegation.

Staff are not required to make a judgment about the truth of the allegation of child abuse.

Staff are actively encouraged to make and retain records in relation to an allegation or disclosure of child abuse.

Who this process applies to:
This process applies to all allegations or disclosures of child abuse made by or in relation to a child, school staff, visitors or other persons while connected to a school environment.

Process:
• Consider whether the incident constitutes child abuse as defined by the ETR Act (2006).
  See (ChildSafeStandard3_Definitions)
• Consider whether or not to make a report. If in doubt, seek advice from the Principal, Leadership team or Wellbeing Coordinator.
• If a decision is made not to report, the initial concern must still be documented along with the reasons why it was decided not to go ahead.
• If a decision is made to report, consult the 4 Critical Actions and commence the PROTECT Responding Template checklist.
• Consult ‘Resource 6’ for guidance on how to handle the immediate circumstances at point of incident or disclosure.
• Inform the Principal and if appropriate or desired, a member of the leadership team.
• The Principal or leadership team will initiate the Student Support Plan.
• Once informed, the Principal will inform the visiting school Principal.
• The Principal will support the reporting process.
• Subsequent to the incident (within 4 – 6 weeks), the Principal will enact the review process.
• The review goes to School Council.